

COUNTY OF TUOLUMNE

Administrator's Office

Issued: June 23rd, 2020



REQUEST FOR PROPOSALS (RFP)

COVID-19 Daily Cleaning & Sanitation for Public Areas

Deadline for Submission of Proposals:

June 26th, 2020

For an electronic version of this RFP, go to:

<http://www.tuolumnecounty.ca.gov>

(Click on "Bids, RFPs & RFQs")

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SECTION ONE: ACTIVITIES AND TIMELINES

ACTIVITY	DATE
• Release of published RFP	6/23/20
• Advertise & Solicit RFP	6/23/20
• Deadline for receiving all questions	6/25/20 3:00 pm
• Deadline for RFP responses to be received by County	6/26/20 4:00 pm
• Review Committee evaluates and ranks proposals	6/29/20
• Commencement of negotiation period	6/30/20
• Notice of contract award (Tentative)	6/30/20
• Deadline for protests/appeals (Tentative)	7/15/20
• Contract executed (Tentative)	7/1/20

SECTION TWO: GENERAL RFP SUMMARY

The County of Tuolumne is requesting proposals from qualified people/firms to provide twice daily cleaning and sanitation services in public areas of County offices. This will mainly include restrooms and lobby areas and sanitation will need to adhere to State Covid-19 guidance

SECTION THREE: PROGRAM BACKGROUND AND OVERVIEW

The advent of the Covid-19 health emergency has led to orders and guidance from the State and County Public Health Officers. In order to adhere to the highest standards of safety, the county is looking to work with a qualified firm to have all public areas and restrooms cleaned twice a day. The list of office buildings, spaces, and square feet is provided later in this RFP.

All cleaning and sanitation chemicals must be approved per the state guidelines as capable of neutralizing the Novel Coronavirus.

This project will likely span the length of the health emergency while funding is being provided by the state.

SECTION FOUR: SCOPE OF SERVICES

It is the County's intent to enter into an agreement with at least 1 vendor to provide cleaning and sanitation services to public spaces and restrooms within County offices and restrooms in County parks. The listed spaces within County office buildings will need to be sanitized twice a day during business hours, Monday through Friday, while park restrooms will need to be visited twice a day seven days a week. When reviewing proposals, the County will evaluate the capacity of the vendors and may select multiple to ensure all needs are met.

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Each building will have different needs, but some common areas that need to be sanitized are: inside and outside door handles to the below listed public spaces (including building entrances and stairwells, all hand rails in public areas (including stairwells), all flat surfaces (including countertops and tables). Elevators will need to have the hand rails and button panel sanitized.

While the ideal vendor will be available seven days a week to perform this work, the County will entertain proposals with a more limited schedule as we may elect to work with multiple vendors.

Each visit to work sites will require vendor to clean all surface areas with soap and water. After initial cleaning, disinfect all surface areas with bleach or alcohol solutions in the appropriate concentrations or with products approved for use against Covid-19 by the EPA (Link to approved disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>). Certain locations may have fabric backed seats in public areas which will likely require a different disinfectant. This information should also be provided by the EPA or the CDC.

All precautionary measures should be taken, including daily screening of staff, all needed PPE including disposable gloves and masks, and any additional safety precautions advised by the state or local public health office. Contractor shall provide all staffing and materials necessary to perform the Scope of Work.

Below is a list of County Locations that are included in this project. More information on these locations is included in Attachment B. Noted in the list below, Courtroom cleaning and sanitization should occur once a day either before 8am or after 5pm. Archives office should only be cleaned once a day.

- There is no sub-contracting the Scope of Work.

Department	Area to Clean
Park Rocca	Restrooms: 1 Men's & 1 Women's
Park, Pioneer	Restrooms: 2 Men's & 2 Women's
Park, Tuolumne	Restrooms: 1 Men's & 1 Women's
Playground Heaven for Kids	Restrooms: 1 Men's & 1 Women's
Probation Department	Downstairs restrooms: 1 Men's & 1 Women's & lobby area; Downstairs: conf. room (15'x20'); Downstairs: lobby (10'x10'); Upstairs: lobby (10'x10'); 1 Elevator
Motherlode Juvenile Detention Facility	Lobby (15'x20'); Restrooms: 1 Men's & 1 Women's; Visitation/training room (12'x20')
District Attorney Office	Restrooms: 1 Men's & 1 Women's; Lobby: (125 sf)

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ANF Building	1st Floor lobby: 288 sf; 3rd floor lobby: 2400 sf; 4th floor lobby: 1920 sf; 4th floor info counter area: 675sf; Conference rooms: 24x15, 33x15, 24x20; Map room: 15x36; 1 Elevator; Restrooms 4th floor: 1 Men's & 1 Women's
Public Health	Reception Area: 890 sf; Restrooms: 1 Men's & 1 Women's
Behavioral Health	Upper Reception Area: 280 sf; Upper Restrooms: 1 Men's & 1 Women's; Lower Reception Area: 400 sf; Lower Restroom: 1 unisex restroom
Social Services	Reception Area: 1,440 sf; Restrooms: 1 Men's & 1 Women's
Administrative Building	2nd Floor lobby: 700 sf; 3rd floor lobby: 700 sf; 4th floor lobby: 700 sf; 1 Elevator; 2nd Floor Restrooms: 1 Men's & 1 Women's
Public Defender	1 Unisex Restroom; Lobby area (100 sf)
GEO	Lobby: 300 sf; Group Room: 300 sf; 3 Offices: 200sf each; 1 small testing room: 30sf; Restrooms: 1 Men's & 1 Women's; 1 Elevator
Farm Advisor	Restrooms: 1 Men's & 1 Women's; Lobby: 200 sf;
Yaney Court AH = BEFORE 8AM OR AFTER 5PM	Restrooms 3rd floor: 1 Men's & 1 Women's; Restrooms 1st floor: 1 Men's & 1 Women's; No lobby area, but need to clean hallway/stairway handrails; AH Courtroom Dept. 1 Clean rails, tables & Seats (105 seats); AH Courtroom Dept. 2 Clean rails, tables & Seats (65 seats); AH Courtroom Dept. 5 Clean rails, tables & Seats (52 seats)
Washington Court AH = BEFORE 8AM OR AFTER 5PM	Front Counter Area (250 sf); Restrooms: 1 Men's & 1 Women's; AH Courtroom Dept. 3 Clean rails, tables & Seats (92 seats); AH Courtroom Dept. 4 Clean rails, tables & Seats (79 seats)
Archives Once a Day Only	1 unisex restroom; public research area w/computers & desks (500 SF)

SECTION FIVE: MINIMUM QUALIFICATIONS

The person or firm must have relevant experience of at least 1 year.

The person/firm must have the following knowledge:

- Applicable federal, state and county laws, codes, rules, regulations, policies and procedures, and standards relating to commercial cleaning
- Applicable standards and guidance relating to novel coronavirus 2019
- Chemicals used in the disinfection and sanitation of public restrooms

SECTION SIX: PROPOSAL PACKAGE REQUIREMENTS

A. PROPOSAL FORMAT

Proposals are to be straightforward, clear, concise and responsive to the information requested. In order for proposals to be considered complete, proposers must provide all requested information.

Each proposer must submit one original proposal and **two (2) additional copies of the proposal**. The original must be clearly marked "ORIGINAL." Alternatively, a single digital copy may be submitted by email.

B. PROPOSAL ELEMENTS

1. **Experience**
A brief history and summary of the persons and/or firm's qualifications, especially as it relates to cleaning services.
2. **Reference**
List 3 references that can speak to the firm's quality and professionalism in doing similar work.
3. **Approach**
Describe how the Scope of Work will be carried out and a proposed daily schedule for completing all required tasks. Describe in detail the tasks you and/or firm plan to provide the County.
4. **Staff to be Assigned**
Resume of all principal staff that would be assigned to this project. Include copies of any applicable certifications.
5. **Cost**
Location specific cost estimates for completion of the required tasks listed in the scope of work you plan to provide. Also include hourly rates for each person who will be providing work under this project.

6. **Covid-19 Spread Mitigation Plan**

Please include your plan to avoid spreading Covid-19 including PPE usage/disposal & staff screenings, etc.

SECTION SEVEN: RFP PROCESS

A. **SUBMITTAL OF PROPOSALS**

Sealed proposals must be received at the County Administrator's Office, **NO LATER THAN 4:00 pm on Friday, June 26th, 2020.**

Proposals are to be addressed as follows:

**COVID-19 Daily Cleaning and Sanitization RFP
County Administrator's Office
2 South Green Street
Sonora, CA 95370**

Attention: Jad Kurdi

Proposer's name and return address must also appear on the envelope.

Proposals will be received only at the address shown above, and must be received by the time indicated. It is the sole responsibility of the proposer to send or deliver its proposal so that it is received by the time and date required, regardless of postmark. Any proposal received after said time and/or date or at a place other than the stated address, cannot be considered and **will not be accepted**. No e-mailed or facsimile proposals will be considered. The County Administrator's Office time stamp shall be considered the official timepiece for the purpose of establishing the actual receipt of proposals.

B. **SUBMITTER'S QUESTIONS**

Questions regarding the RFP must be submitted exclusively in writing to the County by **3:00 pm June 25th, 2020**. Except for questions that might render the award of this contract invalid, the County will not respond to any questions submitted after this time. The County will use an addendum to the RFP to post any questions received, along with written responses, on the County website, www.tuolumnecounty.ca.gov, (click on "Bids, RFPs & RFQs" in the Business Section). **It is the responsibility of the proposers to check the County website to review the questions and responses.** Any oral responses to questions are not binding on the County.

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Questions should be addressed to:

County of Tuolumne
County Administrator's Office
Attn: Jad Kurdi
2 South Green Street
Sonora, CA 95370

-OR-

Email: jkurdi@co.tuolumne.ca.us

C. COSTS OF DEVELOPING THE PROPOSAL

All costs incurred in the preparation of a proposal are the responsibility of each proposer and will not be reimbursed by the County.

D. PROPOSAL TERMS AND CONDITIONS

It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions of the RFP. By the submission of a proposal, the proposer certifies that if awarded a contract, proposer will make no claim against the County based upon ignorance of or misunderstanding of the specifications.

Each proposer shall submit its proposal with the understanding that the proposal will become a part of the official file on this matter and shall be subject to disclosure, if requested by a member of the public, following the completion of negotiations.

By submitting a proposal, each proposer certifies that all statements in this proposal are true. This constitutes a warranty, the falsity of which shall include the right, at the County's option, of declaring any contract made, as a result thereof, null and void. Proposals shall be completed, executed, and submitted in accordance with the instructions of this RFP. If a proposal is not submitted in the format specified in this RFP, it may be rejected, unless the County determines that the nonconformity is either a minor irregularity or that the defect or variation in the proposal is immaterial or inconsequential. The County may give the proposer an opportunity to cure any deficiency resulting from a minor irregularity or an immaterial or inconsequential defect, or County may waive such deficiency, whichever is most advantageous to the County.

The County cannot accept proposals from any individual who is currently employed with the County of Tuolumne (California Government Code §29708).

E. SUCCESSFUL PROPOSAL AS PART OF CONTRACT SERVICES

Proposals received in response to this solicitation, at the County's discretion, may be incorporated into the awarded contract and may serve as basic terms and conditions for

the ultimate contract. Therefore, proposers are advised that, if successful, they will be held responsible for levels of services proposed at the funding levels quoted. The County reserves the right to negotiate modifications or revisions to any awarded contract.

1. **EVALUATION OF PROPOSALS**

The objective is to perform a thorough and fair evaluation of submitted proposals and facilitate the selection of a contractor that best satisfies the County's requirements. The following describes the evaluation process and associated components.

2. **SELECTION PROCESS**

- a. The County shall name, for the purpose of evaluating the proposals for this RFP, a Review Committee composed of representatives from the County. The County may also elect to include as part of the Review Committee qualified representatives from other agencies or entities.
- b. Proposal documentation requirements set forth in this RFP are designed to provide guidance to proposers concerning the type of information that will be used by the Review Committee. Proposers shall be prepared to respond to requests by the Review Committee for additional items deemed necessary to assist in the evaluation process.

3. **EVALUATION CRITERIA & SCORING**

- a. The Review Committee shall be responsible for performing the evaluations of each proposal. Each member of the Committee shall rate the proposers separately. The scores of each of the Committee members shall then be averaged to provide a total score for each of the proposers. The proposals shall be evaluated on the following categories and the maximum weight possible for each category is listed below:

A.	Completeness of Proposal	Pass/ Fail
B.	Qualifications & Experience	35%
C.	Service Delivery/Methodology	35%
D.	Reasonable Cost of Service Local vendors within Tuolumne County shall be given a 5% price preference	30%

4. **AWARD**

Award will be made to the qualified proposer whose proposal will be most advantageous to the County, with price and all other factors considered. The County will negotiate with the highest ranked proposer to develop the scope of work and contract for mutual satisfaction.

If the County cannot successfully negotiate a contract with the highest ranked proposer, the County will terminate negotiations and begin negotiations with the next highest ranked proposer.

Proposers will receive mailed Award/Non-Award notification(s), which will include the name of the proposer to be awarded this contract.

Proposers are advised County reserves the following prerogatives:

- To reject any or all proposals;
- To consider historic information and fact, whether gained from the proposer's proposal or any other source, in the evaluation process; and
- The proposer is cautioned that it is the proposer's sole responsibility to submit information related to the evaluation categories and the County is under no obligation to solicit such information if it is not included with the proposal. Failure of the individual or firm to submit such information may cause an adverse impact on the evaluation of the proposal.

F. **OTHER REQUIREMENTS**

In order to contract with the County of Tuolumne, a proposer must meet the following requirements:

- Make available to the County its federal Tax Identification Number (TIN) or Social Security Number (SSN).
- Comply with all Federal, State and local rules, regulations and policies, including but not limited to:
 - Standard contract language of the County; and,
 - Insurance coverage to include worker's compensation, general liability, auto liability and professional liability, unless waived by the County.
- Meet the requirements for audit of its expenditures if required in the above documents.

G. **NON-DISCRIMINATION**

Non-Discrimination: The Contractor selected through this RFP shall provide services without discrimination based on race, creed, color, ethnic or linguistic identification, gender or sexual preference, disability or handicap or any other basis prohibited by law.

H. PROTEST/APPEAL PROCESS

The following procedure is provided in the event that a proposer wishes to protest the RFP process or appeal the recommendation to award a contract for the Covid-19 Cleaning & Sanitation RFP once the Notices of Award/Non-Award have been issued.

- Any protest must be submitted in writing to County Administrator's Office, 2 S. Green St., Sonora, CA 95370, Attention: Jad Kurdi
- The protest must be submitted before 3:00 pm of the tenth (10th) business day following the date of the Notice of Award.
- The protest must contain a complete statement of the basis for the protest. The protest must include the name, address, telephone number and e-mail address of the person representing the protesting party.
- The procedure and time limits are mandatory and are the proposer's sole and exclusive remedy in the event of a bid protest.

Proposer's failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

Upon receipt of written protest/appeal, the Assistant County Administrator will review and provide an opportunity to settle the protest/appeal by mutual agreement, will schedule a meeting to discuss or issue a written response to advise of an appeal/protest decision within five (5) business days of receipt of the appeal/protest.

I. PUBLIC RECORDS ACCESS

Proposers should be aware that submitted proposals are subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of the proposers to clearly identify information in their proposals that they consider to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

All information regarding the proposals will be held as confidential until such time as the Review Committee has completed its evaluation and, or if, contract negotiations are complete.

SECTION EIGHT: CONTRACT INFORMATION
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A. SAMPLE AGREEMENT

A sample Agreement is attached to this RFP, which details all standard terms and conditions required by the County of Tuolumne.

B. TERM/TERMINATION

The term of the initial contract awarded under this RFP will be for up to six (6) months. By mutual agreement, this contract may be extended for 2 additional six (6) month periods, under the following circumstances:

- The County receives adequate funding to extend program operations;
- The Contractor has achieved demonstrable success by meeting all of the contract's service requirements;
- The Coronavirus emergency continues to pose a health risk.
- The County continues to need the services purchased under this RFP;
- The Contractor is willing and able to modify the services provided to best meet the needs of the program as determined by the County.

The contract will be subject to termination by either party upon thirty (30) days' advance, written notice of intent to terminate. The County may terminate the contract at any time, without written notice, upon a material breach of contract by the Contractor.

C. FUNDING AVAILABILITY

It is mutually agreed that if the County budget of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the County shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement. County budget decisions are subject to the discretion of the Board of Supervisors.

If funding for any fiscal year is reduced or deleted by the County budget for purposes of this program, the County shall have the option to either cancel this Agreement with no liability occurring to the County, or offer an Agreement amendment to Contractor to reflect the reduced amount.

D. INSURANCE

- A. The Contractor shall provide at its own expense and maintain at all times the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the County as may be required by the Risk Manager of the County. The Contractor's insurance policy(ies) shall be placed with insurer(s) with acceptable Best's rating of A:VII or with approval of the Risk Manager. The Contractor shall provide notice to the Risk Manager of the County by registered mail, return receipt requested, thirty (30) days prior to cancellation or material change for all of the following stated insurance policies:
- i. Workers' Compensation Coverage – Workers' Compensation Insurance and Employer's Liability Insurance for employees in accordance with the laws of the

State of California (including requiring any authorized subcontractor to obtain such insurance for its employees).

- ii. General Liability Coverage - Commercial general liability insurance with a minimum liability limit per occurrence of one million dollars (\$1,000,000) for bodily injury and one hundred thousand dollars (\$100,000) for property damage. If a commercial general liability insurance form or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Coverage shall be included for premises, operations and broad form contractual.
 - iii. Automobile Liability insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. This insurance shall cover for bodily injury and property damage, owned, hired and non-owned vehicles.
- B. Policy Endorsements: Each general liability and automobile liability insurance policy shall be endorsed with the following specific provisions:
- i. The County, its elected or appointed officers, officials, employees, agents and volunteers are to be covered as additional insureds ("County additional insureds").
 - ii. This policy shall be considered, and include a provision it is, primary as respects the County additional insureds, and shall not include any special limitations to coverage provided to the County additional insureds. Any insurance maintained by the County, including any self-insured retention the County may have, shall be considered excess insurance only and shall not contribute with it.
 - iii. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
 - iv. The insurer waives all rights of subrogation against the County additional insureds.
 - v. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County additional insureds.
- C. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the Risk Manager. At the County's option, Contractor shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- D. Unsatisfactory Policies: If at any time any of the policies or endorsements be unsatisfactory as to form or substance, or if an issuing company shall be

- unsatisfactory, to the Risk Manager, a new policy or endorsement shall be promptly obtained and evidence submitted to the Risk Manager for approval.
- E. Failure to Comply: Upon failure to comply with any of these insurance requirements, this Agreement may be forthwith declared suspended or terminated. Failure to obtain and/or maintain any required insurance shall not relieve any liability under this Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the indemnification obligations.

E. HOLD HARMLESS

Contractor shall indemnify, defend, save, protect and hold harmless County, its elected and appointed officials, officers, employees, agents and volunteers (collectively, "County") from any and all demands, losses, claims, costs, suits, liabilities and expenses for any damage, injury or death (collectively, "Liability") arising directly or indirectly from or connected with the services provided hereunder which is caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, consultants, or any person under its direction or control and shall make good to and reimburse County for any expenditures, including reasonable attorney's fees, the County may make by reason of such matters and, if requested by County, shall defend any such suits at the sole cost and expense of Contractor. Contractor's obligations under this section shall exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor shall not be required to indemnify County for the proportion of Liability a court determines is attributable to the negligence or willful misconduct of the County.

If such indemnification becomes necessary, the County Counsel for the County shall have the absolute right and discretion to approve or disapprove of any and all counsel employed to defend the County. This indemnification clause shall survive the termination or expiration of this Agreement.

SECTION NINE: ATTACHMENTS

Attachment A

AGREEMENT FOR PROFESSIONAL SERVICES COVID-19 Daily Cleaning & Sanitation Project

THIS AGREEMENT (“Agreement”) is made and entered into this 30th day of June, 2020, by and between the County of Tuolumne, a political subdivision of the State of California, (“County”), and **<VENDOR, ENTITY TYPE>**, (“Contractor”), pursuant to the following terms and conditions.

W I T N E S S E T H:

2. TERM

The term of this Agreement shall commence on the date herein written above, and terminate on **<DATE>**, unless extended as provided by this Agreement.

This Agreement may be extended by two (2), 6 month increments by written amendment signed by both parties.

3. SERVICES

Contractor shall provide cleaning and sanitation services to public spaces and restrooms within County offices and restrooms in County parks as described in Exhibit A, “Scope of Work,” which is attached hereto and incorporated herein by reference. Contractor shall provide all staffing and materials necessary to perform the Scope of Work.

4. COMPENSATION

Contractor shall be compensated for services performed in an amount not to exceed **<AMOUNT>** (\$). The Contractor’s rates are listed in Exhibit B, “Cost Proposal.” The County shall pay Contractor within thirty (30) days of receipt of an approved invoice.

5. INSURANCE

A. The Contractor shall provide at its own expense and maintain at all times the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the County as may be required by the Risk Manager of the County. The Contractor’s insurance policy(ies) shall be placed with insurer(s) with acceptable Best’s rating of A:VII or with approval of the Risk Manager. The Contractor shall provide notice to the Risk Manager of the County by registered mail, return receipt requested, thirty (30) days prior to cancellation or material change for all of the following stated insurance policies:

- i. Workers’ Compensation Coverage – Workers’ Compensation Insurance and Employer’s Liability Insurance for employees in accordance with the laws of the State of California (including requiring any authorized subcontractor to obtain such insurance for its employees).

- ii. General Liability Coverage - Commercial general liability insurance with a minimum liability limit per occurrence of , not less than, one million (\$1,000,000) per occurrence and, not less than, two million (\$2,000,000) aggregate. If a commercial general liability insurance form or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Coverage shall be included for premises, operations and broad form contractual.
 - iii. Automobile Liability insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. This insurance shall cover for bodily injury and property damage, owned, hired and non-owned vehicles.
- B. Policy Endorsements: Each general liability and automobile liability insurance policy shall be endorsed with the following specific provisions:
- i. The County, its elected or appointed officers, officials, employees, agents and volunteers are to be covered as additional insureds (“County additional insureds”).
 - ii. This policy shall be considered, and include a provision it is, primary as respects the County additional insureds, and shall not include any special limitations to coverage provided to the County additional insureds. Any insurance maintained by the County, including any self-insured retention the County may have, shall be considered excess insurance only and shall not contribute with it.
 - iii. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
 - iv. The insurer waives all rights of subrogation against the County additional insureds.
 - v. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County additional insureds.
- C. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the Risk Manager. At the County’s option, Contractor shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- D. Unsatisfactory Policies: If at any time any of the policies or endorsements be unsatisfactory as to form or substance, or if an issuing company shall be unsatisfactory, to the Risk Manager, a new policy or endorsement shall be promptly obtained and evidence submitted to the Risk Manager for approval.

- E. Failure to Comply: Upon failure to comply with any of these insurance requirements, this Agreement may be forthwith declared suspended or terminated. Failure to obtain and/or maintain any required insurance shall not relieve any liability under this Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the indemnification obligations.

6. HOLD HARMLESS/INDEMNIFICATION

Contractor shall indemnify, defend, save, protect and hold harmless County, its elected and appointed officials, officers, employees, agents and volunteers (collectively, "County") from any and all demands, losses, claims, costs, suits, liabilities and expenses for any damage, injury or death (collectively, "Liability") arising directly or indirectly from or connected with the services provided hereunder which is caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, consultants, or any person under its direction or control and shall make good to and reimburse County for any expenditures, including reasonable attorney's fees, the County may make by reason of such matters and, if requested by County, shall defend any such suits at the sole cost and expense of Contractor. Contractor's obligations under this section shall exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor shall not be required to indemnify County for the proportion of Liability a court determines is attributable to the negligence or willful misconduct of the County.

If such indemnification becomes necessary, the County Counsel for the County shall have the absolute right and discretion to approve or disapprove of any and all counsel employed to defend the County. This indemnification clause shall survive the termination or expiration of this Agreement.

7. INDEPENDENT CONTRACTOR

It is understood that Contractor, in the performance of the services agreed to be performed, shall act as and be an independent contractor and shall not act as an agent or employee of the County. Contractor shall obtain no rights to retirement benefits or other benefits which accrue to County's employees, and Contractor hereby expressly waives any claim it may have to any such rights. All employees, agents, contractors, subcontractors hired or retained by the Contractor are performing in that capacity for and on behalf of the Contractor and not the County. The County shall not be obligated in any way to pay any wage claims or other claims made against the Contractor by any such employee, agent, contractor or subcontractor, or any other person resulting from the performance of this Agreement.

8. ASSIGNMENT

This Agreement is for the professional services of the Contractor and it shall not assign, subcontract or sublet any part of this Agreement without the express prior written consent of County. Any assignment without the express prior written consent of the County is VOID.

9. NOTICE

Any and all notices, reports or other communications to be given to County or Contractor shall be given to the persons representing the respective parties at the following addresses:

CONTRACTOR:

Contractor info

COUNTY:

Jad Kurdi
County of Tuolumne
2 South Green Street
Sonora, CA 95370
P: (209) 533-5528
Fax: (209) 533-5510

10. COMPLIANCE

Contractor shall comply with all federal, state and local laws, codes, ordinance and regulations applicable to Contractor's performance under this Agreement, including, but not limited to, laws related to prevailing wages. Specifically, Contractor shall not engage in unlawful employment discrimination, including, but not limited to, discrimination based upon a person's race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation, as prohibited by state or federal law.

11. NON-DISCRIMINATION AND OTHER STATE OR FEDERAL LAWS

Contractor agrees that it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5 as amended; California Government Code section 12940 (c)(h)(1), (i) and (j); California Government Code section 4450; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42, 41 CFR Part 60, 40 U.S.C. 3145 (compliance with the Davis-Bacon Act and the Copeland "Anti-Kickback Act including compliance with 18 U.S.C. §874 and 29 CFR Part 3 as may be applicable, 40 U.S.C. 3701-3708, 29 CFR Part 5 (Compliance Assistance-Contract Work Hours and Safety Standards Act), 42 U.S.C. 7401-7671q, 33 U.S.C. 1251-1387, 42 U.S.C. 6201, 2 CFR Part 180, 31 U.S.C. 1352, 48 CFR Part 2152 and other applicable federal and state laws, as well as their implementing regulations, ; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this Agreement.

BY ACCEPTING THIS ASSURANCE, the Contractor/County agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized County, State and/or federal government personnel, during normal working hours, to review such records, books

and accounts as needed to ascertain compliance. If there are any violations of this assurance, County, State or the Federal government shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Government Code Section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the Contractor/County directly through contract, license, or other provider services, so long as it receives federal or state assistance.

12. PUBLIC RECORDS ACT

Contractor is aware that this Agreement and any documents provided to the County may be subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of the Contractor to clearly identify information in those documents that it considers to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

13. ENTIRE AGREEMENT AND MODIFICATION

This Agreement contains the entire agreement of the parties relating to the subject matter of this Agreement and supersedes all prior agreements and representations with respect to the subject matter hereof. This Agreement may only be modified by a written amendment hereto, executed by both parties, however, matters concerning the scope of services which do not affect the agreed price may be modified by mutual written consent of the Contractor and the County Administrator. If there are exhibits attached hereto, and a conflict exists between the terms of this Agreement and any exhibit, the terms of this Agreement shall control.

14. ENFORCEABILITY AND SEVERABILITY

The invalidity or enforceability of any term or provisions of this Agreement shall not, unless otherwise specified, affect the validity or enforceability of any other term or provision, which shall remain in full force and effect.

15. TERMINATION AND RIGHTS UPON TERMINATION

- A. This Agreement may be terminated upon mutual written consent of the parties, or as a remedy available at law or in equity. In the event of the termination of this Agreement, Contractor shall immediately be paid all fees earned as of the effective date of termination.
- B. Either party may terminate this Agreement for convenience upon 30 calendar days' written notice to the other party. Upon termination for convenience, Contractor shall be entitled to compensation for services performed acceptably up to the effective date of termination, as set forth in Exhibit B.
- C. Should Contractor default in the performance of this Agreement or materially breach any of its provisions, County, at its option, may terminate this Agreement by giving

written notification to Contractor. The termination date shall be the effective date of the notice. For the purposes of this subsection, default or material breach of this Agreement shall include, but not be limited to, any of the following: failure to perform required services in a timely manner, willful destruction of County property, dishonesty, or theft.

16. BREACH

- A. Should Contractor default in the performance of this Agreement or materially breach any of its provisions, County, at its option, may terminate this Agreement by giving written notification to Contractor. The County will provide the Contractor with five (5) calendar days, notice of the breach and request Contractor cure the breach. Should Contractor fail to cure the breach, the County shall terminate this Agreement. The termination date shall be the effective date of the notice. For the purposes of this subsection, default or material breach of this Agreement shall include, but not be limited to, any of the following: failure to perform required services in a timely manner, willful destruction of County property, dishonesty, or theft.
- B. If County terminates this Agreement for default or material breach, the Contractor shall be liable for any reasonable costs in excess of the Agreement amount incurred by County in order to complete Exhibit A, "Scope of Work." In addition, Contractor understands and agrees that County may, in County's sole discretion, refuse to pay Contractor for that portion of Contractor's services which were performed by Contractor prior to the termination date and which remain unacceptable to County as of the termination date.

17. NO WAIVER

The failure to exercise any right to enforce any remedy contained in this Agreement shall not operate as to be construed to be a waiver or relinquishment of the exercise of such right or remedy, or of any other right or remedy herein contained.

18. DISPUTES

Should it become necessary for a party to this Agreement to enforce any of the provisions hereof, the prevailing party in any claim or action shall be entitled to reimbursement for all expenses so incurred, including reasonable attorney's fees.

It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Tuolumne, State of California.

19. CAPTIONS

The captions of this Agreement are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

20. NUMBER AND GENDER

In this Agreement, the neutral gender includes the feminine and masculine, the singular includes the plural, and the word “person” includes corporations, partnerships, firms or associations, wherever the context so requires.

21. MANDATORY AND PERMISSIVE

“Shall” is mandatory. “May” is permissive.

22. SUCCESSORS AND ASSIGNS

All representations, covenants and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

23. COUNTERPARTS

This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

24. OTHER DOCUMENTS

The parties agree that they shall cooperate in good faith to accomplish the object of this Agreement and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

25. CONTROLLING LAW

The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California.

26. AUTHORITY

Each party and each party’s signatory warrant and represent that each has full authority and capacity to enter into this Agreement in accordance with all requirements of law. The parties also warrant that any signed amendment or modification to the agreement shall comply with all requirements of law, including capacity and authority to amend or modify the Agreement.

27. NEGOTIATED AGREEMENT

This Agreement has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this Agreement within the meaning of California Civil Code section 1654. Each party represents and warrants that in executing this Agreement it does so with full knowledge of the rights and duties it may have with respect to the other party. Each party also warrants and represents that it has received independent legal advice from its attorney with respect to the matters set forth in this Agreement and the rights and duties arising out of this Agreement, or that such party willingly foregoes any such consultation.

28. NO RELIANCE ON REPRESENTATIONS

Each party warrants and represents that it is not relying and has not relied upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this Agreement, have been independently verified. Each party further understands that it is responsible for verifying the representations of law or fact provided by the other party.

29. WARRANTY

County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby warrants that all work shall be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release.

30. FUNDING AVAILABILITY

It is mutually agreed that if the County budget of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the County shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement. County budget decisions are subject to the discretion of the Board of Supervisors.

If funding for any fiscal year is reduced or deleted by the County budget for purposes of this program, the County shall have the option to either cancel this Agreement with no liability occurring to the County, or offer an Agreement amendment to Contractor to reflect the reduced amount.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.

COVID-19 Daily Cleaning & Sanitation for Public Areas
Request for Proposals (RFP)

COUNTY OF TUOLUMNE	CONTRACTOR
By: Tracey Riggs, County Administrative Officer	By: SIGNATORY NAME TITLE, FIRM NAME
APPROVED AS TO LEGAL FORM:	
By: Sarah Carrillo, County Counsel	

Exhibit A
SCOPE OF WORK

This project requires the vendor to provide cleaning and sanitation services to public spaces and restrooms within County offices and restrooms in County parks. The listed spaces within County office buildings will need to be sanitized twice a day during business hours, Monday through Friday, while park restrooms will need to be visited twice a day seven days a week. The County is working with multiple vendors to fulfill the project requirements due to the capacity of each vendor.

Each building slightly varying needs as per Attachment C, but some common areas that need to be sanitized are: inside and outside door handles to the below listed public spaces (including building entrances and stairwells, all hand rails in public areas (including stairwells), all flat surfaces (including countertops and tables). Elevators need to have the hand rails and button panel sanitized.

Each visit to work sites will require vendor to clean all surface areas with soap and water. After initial cleaning, disinfect all surface areas with bleach or alcohol solutions in the appropriate concentrations or with products approved for use against Covid-19 by the EPA (Link to approved disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>)

All precautionary measures should be taken, including daily screening of staff, all needed PPE including disposable gloves and masks, and any additional safety precautions advised by the state or local public health office.

Below is a list of County Locations that are included in this project. More information on these locations is included in Attachment C.

Department	Area to Clean
Park Rocca	Restrooms: 1 Men's & 1 Women's
Park, Pioneer	Restrooms: 2 Men's & 2 Women's
Park, Tuolumne	Restrooms: 1 Men's & 1 Women's
Playground Heaven for Kids	Restrooms: 1 Men's & 1 Women's
Probation Department	Downstairs restrooms: 1 Men's & 1 Women's & lobby area; Downstairs: conf. room (15'x20'); Downstairs: lobby (10'x10'); Upstairs: lobby (10'x10'); 1 Elevator
Motherlode Juvenile Detention Facility	Lobby (15'x20'); Restrooms: 1 Men's & 1 Women's; Visitation/training room (12'x20')
District Attorney Office	Restrooms: 1 Men's & 1 Women's; Lobby: (125 sf)

COVID-19 Daily Cleaning & Sanitation for Public Areas
Request for Proposals (RFP)

ANF Building	1st Floor lobby: 288 sf; 3rd floor lobby: 2400 sf; 4th floor lobby: 1920 sf; 4th floor info counter area: 675sf; Conference rooms: 24x15, 33x15, 24x20; Map room: 15x36; 1 Elevator; Restrooms 4th floor:1 Men's & 1 Women's
Public Health	Reception Area: 890 sf; Restrooms:1 Men's & 1 Women's
Behavioral Health	Upper Reception Area: 280 sf; Upper Restrooms:1 Men's & 1 Women's; Lower Reception Area: 400 sf; Lower Restroom: 1 unisex restroom
Social Services	Reception Area: 1,440 sf; Restrooms:1 Men's & 1 Women's
Administrative Building	2nd Floor lobby: 700 sf; 3rd floor lobby: 700 sf; 4th floor lobby: 700 sf; 1 Elevator; 2nd Floor Restrooms:1 Men's & 1 Women's
Public Defender	1 Unisex Restroom; Lobby area (100 sf)
GEO	Lobby: 300 sf; Group Room: 300 sf; 3 Offices: 200sf each; 1 small testing room: 30sf; Restrooms:1 Men's & 1 Women's; 1 Elevator
Farm Advisor	Restrooms:1 Men's & 1 Women's; Lobby: 200 sf;
Yaney Court AH = BEFORE 8AM OR AFTER 5PM	Restrooms 3rd floor:1 Men's & 1 Women's; Restrooms 1st floor:1 Men's & 1 Women's; No lobby area, but need to clean hallway/stairway handrails; AH Courtroom Dept. 1 Clean rails, tables & Seats (105 seats); AH Courtroom Dept. 2 Clean rails, tables & Seats (65 seats); AH Courtroom Dept. 5 Clean rails, tables & Seats (52 seats)
Washington Court AH = BEFORE 8AM OR AFTER 5PM	Front Counter Area (250 sf); Restrooms: 1 Men's & 1 Women's; AH Courtroom Dept. 3 Clean rails, tables & Seats (92 seats); AH Courtroom Dept. 4 Clean rails, tables & Seats (79 seats)
Archives Once a Day Only	1 unisex restroom; public research area w/computers & desks (500 SF)

COVID-19 Daily Cleaning & Sanitation for Public Areas
Request for Proposals (RFP)

Attachment C
COST PROPOSAL

County agrees to reimburse Contractor at a price not to exceed **<AMOUNT>** (\$) for the various locations listed below and detailed in Exhibit C, "Scope of Work." If no price is supplied contractor does not agree to perform work. Price should be inclusive of all materials and supplies necessary to perform the scope of work.

Department	Cost proposal
Park Rocca	\$
Park, Pioneer	\$
Park, Tuolumne	\$
Playground Heaven for Kids	\$
Probation Department	\$
Motherlode Juvenile Detention Facility	\$
District Attorney Office	\$
ANF Building	\$
Public Health	\$
Behavioral Health	\$
Social Services	\$
Administrative Building	\$
Public Defender	\$
GEO	\$
Farm Advisor	\$
Yaney Court AH = BEFORE 8AM OR AFTER 5PM	\$
Washington Court AH = BEFORE 8AM OR AFTER 5PM	\$
Archives Once a Day Only	\$

Contractor will supply below listed staff members to perform agreed upon work:

Staff Member Name	Hourly Rate
	\$
	\$
	\$
	\$